



# Foreign Affairs Handbook

## 14 FAH-1 – Department-Wide Personal Property Management Handbook

**Change Transmittal:** PPM-14

**Date:** June 28, 2012

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## 14 FAH-1 H-210 PERSONAL PROPERTY UTILIZATION

### Major Changes

1. This Change Transmittal issues the following changes to 14 FAH-1 H-210:
  - **14 FAH-1 H-211, Personal Property Analysis and Management:**  
For the lifetime management of U.S. Government personal property, reference OMB Circular A-11, Part 7, Planning, Budgeting, and Acquisition of Capital Assets;
  - **14 FAH-1 H-212, Program Objectives:** New items acquired must be essential and not include unnecessary upgrades. Personal property is not replaced just because it has been in use for a certain period of time;
  - **14 FAH-1 H-213, U.S. Government-Wide Minimum Replacement Standard:** Consult Federal Supply Group (FSG) 39 for Material Handling Equipment; FSG 23 for Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles; and FSG 71 for Furniture;
  - **14 FAH-1 H-214, Replacing Personal Property Recorded Using ILMS:** Property officers must evaluate property listed on the ILMS-generated "Items Due for Replacement" when determining which items may need to be replaced within a given year;
  - **14 FAH-1 H-215.2, Developing Replacement Schedule Data:**  
Property staff should develop a schedule for replacement based on actual condition; age; degree of use of the item; climatic conditions; fluctuation of electrical power (if applicable); availability; quality of maintenance and repair facilities; and actual past exchange/sale history or other local conditions, which may influence the minimum replacement standard;

- **14 FAH-1 H-218, Exceptions to Scheduled Replacement:** Keep personal property that is in usable and workable condition provided that repair and maintenance costs are minimal; and
- **14 FAH-1 H-219, Files:** Process personal property replacement records in accordance with General Records Schedule 5, Budget Preparation, Presentation, and Apportionment Records, paragraph 2, Budget Background Records, by "Destroy 1 year after the close of the fiscal year covered by the budget."

2. **14 FAH-1 H-210 Crosswalk:**

From:	To:
H-215.2-1, Nonserialized Items	H-215.2, Developing Replacement Schedule Data
H-215.2-2, Serialized Items	H-215.2, Developing Replacement Schedule Data
Exhibit H-213, Replacement Cycles for Personal Property at Posts Abroad	Information now found on A/LM Web site
Exhibit H-215.3-1, Replacement Schedule for Household Nonserialized Property	Information now found on A/LM Web site
Exhibit H-215.3-2, Replacement Schedule for Serialized Property	Information now found on A/LM Web site

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

## Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-1 H-210 (CT:PPM-2; 07-27-2005) and insert revised subchapter 14 FAH-1 H-210 (CT:PPM-14; 06-28-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PPM-14, and initial.

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